

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
Marine Safety Unit Chicago

16w215 83rd Street, Suite D
Burr Ridge, IL 60527-7956
Phone: (630) 986-2155
Fax: (630) 986-2120

1300

<DATE>

MEMORANDUM

From: PAUL MEHLER, III
CG MSU Chicago

To: <SPONSOR'S NAME>

Subj: ASSIGNMENT AS SPONSOR

Ref: (a) Article 4.A.15, COMDTINST M1000.6A, Coast Guard Personnel Manual

1. You have been assigned as the sponsor for <SERVICEMEMBER>. As the assigned sponsor, you are directed to make yourself available to <SERVICEMEMBER> to answer any questions he/she may have regarding relocating to the unit and to provide any reasonable assistance the member may request. You should do your utmost to make <SERVICEMEMBER> and his/her family's transition to Chicago as smooth as possible.
2. You should contact <SERVICEMEMBER> as soon as possible to inform him/her that you are his/her sponsor. You are authorized to use a government telephone.

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